

State of Tennessee
Statewide Records Retention
Alphabetical Order by Record Series Title

Finance and Accounting Records

RDA No.	Records Title and Description
S1729	Accounts Receivable JV (Type A) Approved: November 3, 1997 Records consist of accounts receivable journal voucher and supporting documents. This RDA is not applicable for the Division of Accounts, Dept. of Finance and Administration. <i>Includes electronic media that communicates the above.</i>
Disposition	Maintain in office for one (1) fiscal year. Transfer to State Records Center for two (2) years. Destroy after audit.
S1731	Accrued Liability JV (Type G) Approved: November 3, 1997 Records consist of accrued liability journal voucher and supporting documents. This RDA is not applicable for the Division of Accounts, Dept. of Finance and Administration. Includes electronic media that communicates the above.
Disposition	Maintain in office for one (1) fiscal year. Transfer to State Records Center for two (2) years. Destroy after audit.
S1917	Budget Working Papers (Divisions and Departments) Approved: November 3, 1997 The records are documents used to assist in the preparation of divisions and departments budgets and to justify budget requests presented to the Dept of Finance and Administration. The records consists of correspondence, instructions, tabulations, reports, cost estimates, budget request forms and other related documents. <i>Includes electronic media that communicates the above.</i>
Disposition	Maintain records for three (3) years, then destroy.
S547	Certificate of Deposit - DO NOT USE Approved for deletion 1994 Call RMD for more information.
S2272	Contracts and Requests for Proposal (RFP)

State of Tennessee
Statewide Records Retention
Alphabetical Order by Record Series Title

Finance and Accounting Records

RDA No.	Records Title and Description
	Approved: November 3, 1997 Copies of contracts between state agencies and vendors. <i>Includes electronic media that communicates the above.</i>
Disposition	The files are to be cut off at the end of each fiscal year, then maintain in agency three (3) years; then destroy after closure of contracts and audit.
S1914	Daily Error Reports (Report 361) Approved: November 3, 1997 Records consist of report (361) generated from State STARS system to identify errors. This RDA is not applicable for the Division of Accounts, Finance and Administration. <i>Includes electronic media that communicates the above.</i>
Disposition	Maintain in office one (1) week and then destroy.
S1913	Daily Transaction Registers (858) Approved: November 3, 1997 Records consist of daily transaction registers on the various documents processed, except for disbursement vouchers. This RDA is not applicable for the Division of Accounts, Dept. of Finance and Administration. <i>Includes electronic media that communicates the above.</i>
Disposition	Maintain records in office by effective month. Destroy records after monthly accounting reports have been reviewed.
S1730	Deposit Slips (Type C) Approved: November 3, 1997 Records consist of type C deposit and supporting documents. This RDA is not applicable for the Division of Accounts, Dept. of Finance and Administration. <i>Includes electronic media that communicates the above.</i>
Disposition	Maintain by fiscal year in office. Destroy records after six (6) years and audit. Records may be transferred to the State Records Center after one (1) year if office storage space is not available during the six (6) year period.
S1735	Deposit Slips - Treasury (Type U) Approved: November 3, 1997

State of Tennessee
Statewide Records Retention
Alphabetical Order by Record Series Title

Finance and Accounting Records

RDA No.	Records Title and Description
	<p>Records consist of deposit slips deposited to the State Treasurer's Office (Batch Type U). This RDA is not applicable for the Division of Accounts, Dept. of Finance and Administration.</p> <p><i>Includes electronic media that communicates the above.</i></p>
Disposition	<p>Maintain records by fiscal year in office. Destroy records after six (years) and audit. Records may be transferred to the State Records Center after one (1) year if office storage space is not available during the six (6) year period.</p>
S1915	<p>Disbursement Vouchers (Report 851) & Warrants Payable (Report 825) Approved: November 3, 1997</p> <p>Records consist of transaction registers of disbursement vouchers (Report 851) and warrant payable (Report 825). This RDA is not applicable for the Division of Account, Dept. of Finance and Administration.</p> <p><i>Includes electronic media that communicates the above.</i></p>
Disposition	<p>Maintain records in office one (1) year from date and then destroy.</p>
S1736	<p>Disbursement Vouchers (Type D) Approved: November 3, 1997</p> <p>Records consist of disbursement vouchers with supporting invoices and other documents. This RDA is not applicable for the Division of Accounts, Dept. of Finance and Administration.</p> <p><i>Includes electronic media that communicates the above.</i></p>
Disposition	<p>Maintain records in office for one fiscal year. Transfer to State Records Center for two (2) years, then destroy after audit.</p>
S510	<p>Disbursement Voucher Files (Paid Invoice Files Vendor Files) DO NOT USE Approved for deletion 1994 Call RMD for more information.</p>
S2159	<p>Divisions and Departments Budget Requests - Copies Approved: November 3, 1997</p> <p>The records are copies of the official budget requests submitted to Dept. of Finance and Administration to compile all state agencies budget</p>

State of Tennessee
Statewide Records Retention
Alphabetical Order by Record Series Title

Finance and Accounting Records

RDA No.	Records Title and Description
	<p>recommendations to be presented to the Governor and Legislators for final approval. The records consist of correspondence, program objectives, strategies, budget request forms and budget revisions. <i>Includes electronic media that communicates the above.</i></p>
Disposition	Maintain records for three (3) years, then destroy.
S1732	<p>Front-End Journal Voucher (Type I) Approved: November 3, 1997</p> <p>Records consist of front-end journal voucher and supporting documents. This RDA is not applicable for the Division of Accounts, Dept. of Finance and Administration. <i>Includes electronic media that communicates the above.</i></p>
Disposition	Maintain records by fiscal year in office. Destroy records after six (6) years and audit. Records may be transferred to the State Records Center after one (1) year if office storage space is not available during the six (6) year period.
S2099	<p>Internal Audit Reports and Working Papers Approved: November 3, 1997</p> <p>Records consist of copies of internal audit reports and working papers generated by internal auditors to document investigations and/or audit reports conducted internally that are submitted to commissioners, the comptroller and other parties. This RDA is not applicable for the Comptroller of the Treasury and its divisional offices. <i>Includes electronic media that communicates the above.</i></p>
Disposition	The files are to be cut off at the end of each fiscal year. Maintain in agency ten (10) years; then destroy. Records may be transferred to the State Records Center after three (3) years if office storage space is not available during the ten (10) year period.
S1733	<p>Journal Voucher (Type J) Approved: November 3, 1997</p> <p>Records consist of journal voucher (Type J) and supporting documents. This RDA is not applicable for the Division of Accounts, Dept. of Finance and Administration. <i>Includes electronic media that communicates the above.</i></p>

State of Tennessee
Statewide Records Retention
Alphabetical Order by Record Series Title

Finance and Accounting Records

RDA No.	Records Title and Description
Disposition	Maintain in office for one (1) fiscal year. Transfer to State Records Center for two (2) years. Destroy after audit.
S1912	<p>Monthly Accounting Reports Approved: November 3, 1997</p> <p>Records consist of monthly accounting reports generated off the stars system. The reports generated are: 801, 802, 803, 804, 805, 807, 808, 815, 818, 820, 821, 822, 823, 829, 830, 831, 832, 834, 837, 838, 839, 840, 841, 842, 843, 877, 878, 879, 880, 884, and 887. This RDA is not applicable for the Dept. of Finance and Administration. <i>Includes electronic media that communicates the above.</i></p>
Disposition	Maintain in office for one (1) fiscal year. Transfer to State Records Center for two (2) years. Destroy after audit.
S1738	<p>Payroll Journal Vouchers (Type Q) Approved: November 3, 1997</p> <p>Records consist of payroll journal vouchers (Batch Type Q) and records consist of payroll register. This RDA is not applicable for the Division of Accounts, Finance & Administration. <i>Includes electronic media that communicates the above.</i></p>
Disposition	Maintain records by fiscal year in office. Destroy records after submission of final audit report.
S1739	<p>Reallocations Journal Vouchers (Type H) Approved: November 3, 1997</p> <p>Records consist of reallocation journal vouchers and supporting document audits. This RDA is not applicable to the Division of Accounts, Dept. of Finance and Administration. <i>Includes electronic media that communicates the above.</i></p>
Disposition	Records may be transferred to the State Records Center after one (1) year

State of Tennessee
Statewide Records Retention
Alphabetical Order by Record Series Title

Finance and Accounting Records

RDA No.	Records Title and Description
	if office storage space is not available for the six (6) year period.
S1916	<p>Report of Warrants by Due Date (#827) & (#828) Approved: November 3, 1997</p> <p>Records consist of daily report of warrants by due date (Report 827) and daily IT Batch Status Report (Report 828). <i>Includes electronic media that communicates the above.</i></p>
Disposition	Maintain records in office one (1) week and then destroy.
S717	<p>Signature Card Files Approved: November 3, 1997</p> <p>Documents used in identifying signatures of individuals who have been authorized to sign certain state forms and documents. <i>Includes electronic media that communicates the above.</i></p>
Disposition	Destroy 3 years after revocation of the designation for any reason.
S1737	<p>Telephone Billing JV (Type F) Approved: November 3, 1997</p> <p>Records consist of telephone billing journal vouchers and supporting documents. This RDA is not applicable for the Division of Accounts, Dept of Finance and Administration. <i>Includes electronic media that communicates the above.</i></p>
Disposition	Maintain records by fiscal year in office. Destroy records after submission of final audit report.
S1740	<p>Treasury Transfer Journal Vouchers (Batch Types L and Z) Approved: November 3, 1997</p> <p>Records consist of wire transfer journal voucher for receipts and transfers and supporting documents. Including daily 832 report if used as a basis for draws. This RDA is not applicable for the Division of Accounts, Dept. of Finance and Administration. <i>Includes electronic media that communicates the above.</i></p>
Disposition	Maintain records by fiscal year in office. Destroy after six (6) years and

State of Tennessee
Statewide Records Retention
Alphabetical Order by Record Series Title

Finance and Accounting Records

RDA No.	Records Title and Description
	audit. Records may be transferred to the State Records Center after one (1) year if office storage space is not available for the six (6) year period.
S1734	Warrant Cancellations (Type W) Approved: November 3, 1997 Records consist of warrant cancellation (Batch Type W) and supporting documents for warrant cancellation. This RDA is not applicable for the Division of Accounts, Dept. of Finance and Administration. <i>Includes electronic media that communicates the above.</i>
Disposition	Maintain records by fiscal year in office. Destroy records after submission of final audit report.